



NPERS

Nebraska Public Employees
Retirement Systems

402-471-2053 or 800-245-5712 Fax: 402-471-9493
npers.ne.gov

2015

School Employer Workshops

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How To Contact Us

Nebraska Public Employees Retirement Systems

Located at:

1526 K Street
Suite 400

402-471-2053 or 800-245-5712

Fax: 402-471-9493


npers.ne.gov

Mailing Address:

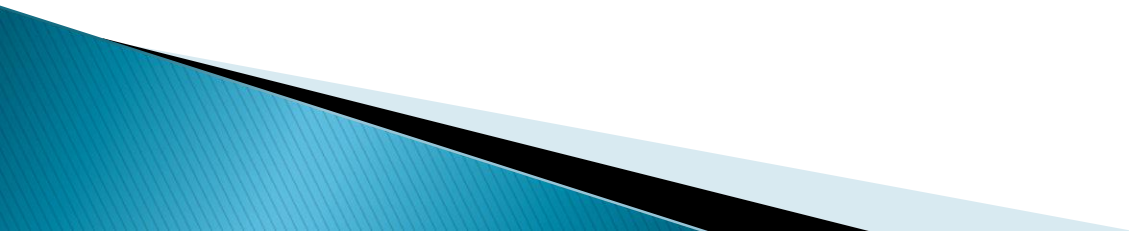
PO Box 94816
Lincoln, NE 68509



Agenda

- ☐ **Defined Benefit Plan**
 - ☐ **Eligibility**
 - ☐ **Employer Reporting**
 - ☐ **Termination after 65**
 - ☐ **Reemployment**
 - ☐ **Manual Revisions**
 - ☐ **Internal Auditing**
 - ☐ **Things and Stuff / Reminders**
 - ☐ **Retirement 101 (Optional)**
- 

Defined Benefit Plan




Benefit Based On Formula

Key Components

- Salary (compensation)
 - Creditable Service
- 


Eligibility

Mandatory Participation

- ☐ Age 18 or older
 - ☐ Full-time contract
 - ☐ Permanent position(s) working 20 hrs/wk or more with “same employer” (effective 4/25/2013)
 - ☐ Avg. hours increase to 20 hrs/wk or more with the “same employer” for any 3 calendar months in a plan year (July 1–June 30)
 - ☐ Temporary averages 20 or more per week in position lasting more than one year
- 

Eligibility

Who Cannot Participate

- ☐ Employee under the age of 18 years
 - ☐ Employees averaging less than 20 hours/week with the “same employer”
 - ☐ Temporary and substitutes-unless already eligible due to another position(s) with the same school district
 - ☐ Temporary residents of the United States who do not have permanent resident alien status
 - ☐ Non-certificated employees who hold a VALID election of non-membership
- 


Employer Reporting

Compensation Includes

- ☐ Overtime or extra duty
- ☐ Member Retirement Contributions
- ☐ Wages ordered paid in legal proceedings
- ☐ Amount contributed by the member to:
 - ☐ 125 – Cafeteria Plans
 - ☐ 403(b) – Tax Sheltered Annuities
 - ☐ 457 – Deferred Compensation Plans

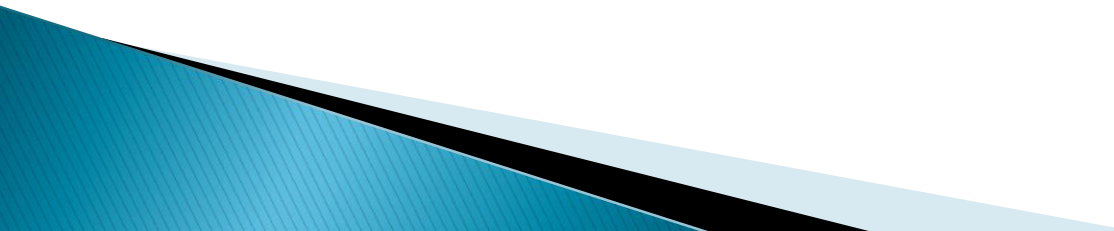
Employer Reporting

Compensation Does Not Include

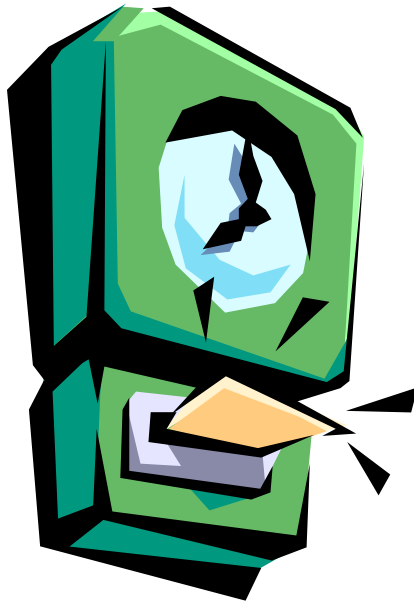
- ☐ **Fraudulently Obtained Amounts**
 - ☐ **Unused leave converted to cash**
 - ☐ **Insurance premiums converted to cash**
 - ☐ **Expense reimbursements**
 - ☐ **Fringe benefits**
 - ☐ **Per Diems for expense reimbursement**
 - ☐ **Bonuses**
- 

Employer Reporting

2015-2016 Contribution Rates

- ❑ Member – 9.78%
 - ❑ Employer Match – 101% (9.8778)
 - ❑ State Contribution – 2%
- 

Employer Reporting

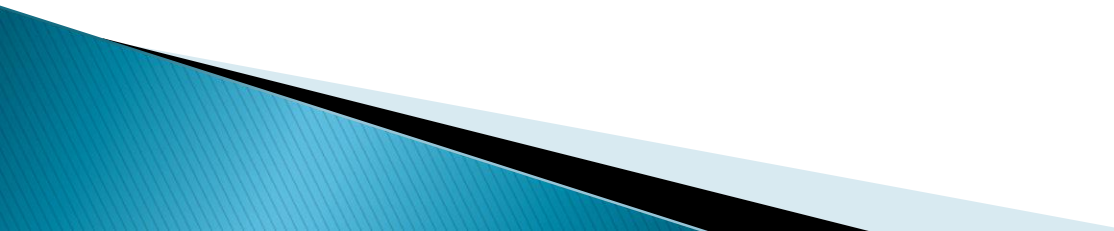


Creditable Service

- Granted for Time Worked
- Service Verified by Employer(s)
- Contributions on Account for that Time

Employer Reporting

Adjustment Reports

- ☐ Provide detailed explanation for adjustment
 - ☐ Adjusting amount previously posted to member account
 - ☐ Pop-up field comment accessible on form available through npers.ne.gov
 - ☐ Contributions remitted in error – refunded for only 1-year
- 

Employer Reporting

Adjustment Reports



NPERS Nebraska Public Employees
Retirement Systems

npers.ne.gov

1526 K St., Ste. 400 PO Box 94816 Lincoln, NE 68509-4816 PHONE 402-471-2053 TOLL FREE 800-245-5712 FAX 402-471-9493

School Adjustment Report


SCHOOL

EMPLOYER NUMBER

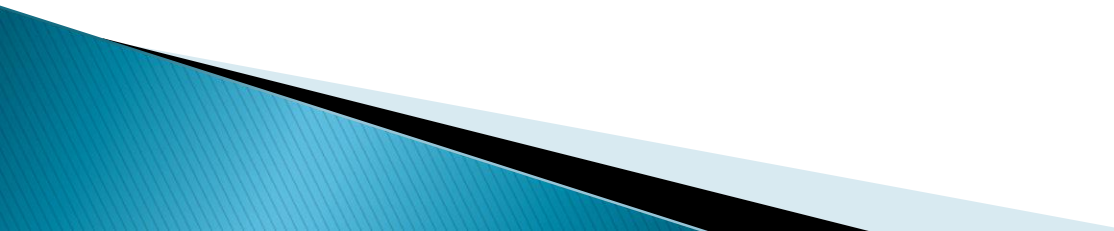
PAYROLL PERIOD		NAME	SSN	HOURS	SALARY	CONTRIBUTIONS
Begin Date	End Date					

Enter the amount of hours in error. Example: if 120 hours is correct & 100 was reported in error enter +20. If 100 is correct and 120 was reported in error then enter -20. Enter N/A if not applicable.

Termination after Age 65

- Members contact NPERS prior to termination
 - Are they eligible to receive a benefit?
 - When can they begin receiving a benefit?
 - Options
 - After age 70.5
 - Complete and submit non-con ASAP
 - Notify NPERS even if they are not currently contributing
 - Required to begin distributions from retirement accounts (RMD's)
 - IRS penalties
- 

How to Apply

1. Not required to attend a seminar
 2. Not required to have a one-on-one appointment
 3. Call NPERS - Up to six, but preferably no less than one month prior to retirement.
 4. A personalized retirement packet will be mailed
 5. Send completed retirement application to NPERS
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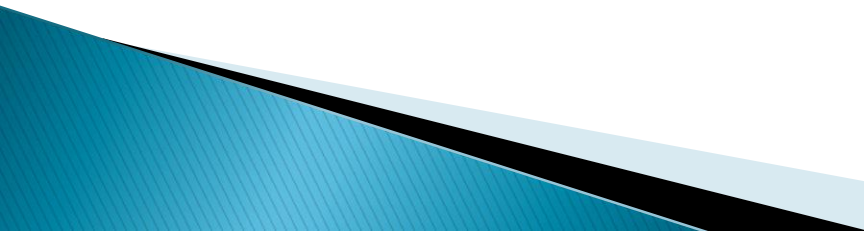
Reemploying Retirees

In a Participating NE Public School

- ☐ No *regular service* until *after a 180 calendar day break* from termination date
 - ☐ *Cannot hold a position*
 - ☐ *Cannot sign a contract to return*
 - ☐ *Cannot continue as an independent contractor or as an employee of an outside independent contractor providing service to the school*

Reemploying Retirees

In a Participating NE Public School

- ❑ If no *bona fide* break occurs, benefits stop, they must repay all payments received
 - ❑ Hired after 180-days – is now a new employee, determine eligibility, start contributions, new account, new service credit, new beneficiary form.
 - ❑ If employed after 7/1/2013 and eligible, accrue under Tier 2
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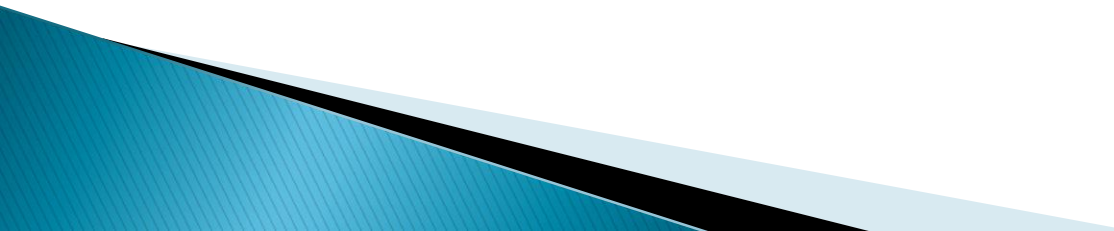
Subbing & Coaching

Subbing – allowed during 180-day bona fide break

- ☐ *Intermittent* only, not regular
- ☐ Filling in – *not their job*
- ☐ Number of hours is not defined in law
- ☐ If special situation, write to NPERS

Coaching – considered regular service

Updated Manual

- ☐ Email notifications when an updated version is available
 - ☐ Newest version available electronically
– npers.ne.gov
 - ☐ Located under Employer Reports in PDF format
- 

Manual Revisions

Chapter - 2

☐ Page 2-1 – Mandatory Membership

☐ edited - #1 and #2 under Employees

☐ Page 2-2 - Mandatory Membership

☐ added – NOTE: The passage of LB263...

☐ added/edited – Reemployed Members

☐ removed – Retired Employees Who Became Reemployed (included under Reemployed Members)

Manual Revisions

Chapter - 7

☐ Page 7-1 – Terminating Employment

☐ edited – The definition of termination...

☐ Page 7-7 – Additional Refund Information

☐ removed – unless re-established...



Manual Revisions


Appendix A – Misc. Information

☐ NPERS Staff Listing

☐ Legal Council is now – Orron Hill

Internal Auditing

Audit Statistics FYE 6/30/15

- ❑ 48 Schools Audited**
 - ❑ 4,956 Contributing Members**
 - ❑ 522 Active Members Tested (8%)**
 - ❑ 1,174 Non-Contributing (all)**
- 

Internal Auditing

Audit Findings FYE 6/30/15

- ☐ **4 Schools had no findings (8%)**
- ☐ **45 Had gross wage issues (9%)**
- ☐ **18 Not properly enrolled on time (3%)**
- ☐ **52 Had incorrect hours reported (10%)**
- ☐ **38 Demographics were inconsistent with NPERS (7%)**
- ☐ **41 Had inadequate supporting enrollment documentation (8%)**

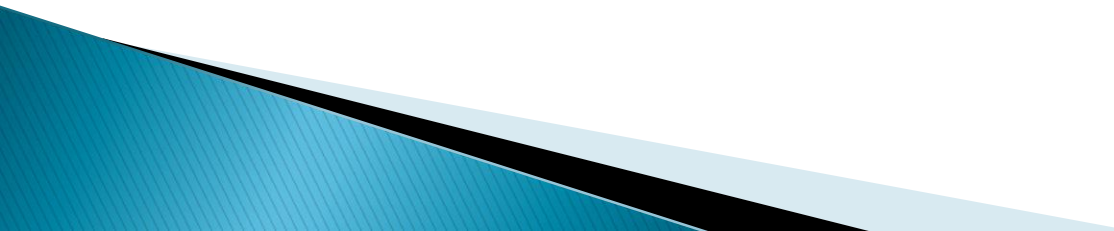
Internal Audit Process

When you are selected

- ☐ **Questionnaire**
 - ☐ **Payroll Register – with all employees listed (March 2015)**
 - ☐ **Master or Negotiated Agreement (2014-2015)**
 - ☐ **Employee Sampling**
- 


Internal Audit Process

Employee Sampling

- ☐ **Social Security Number**
 - ☐ **Demographic Information**
 - ☐ **Date of Birth**
 - ☐ **Date of Hire**
 - ☐ **Employment Information**
- 

Internal Audit Process

Employee Sampling

- ☐ **Employment Agreement – includes salary/hourly rates (2014-2015)**
 - ☐ **Hours worked (if hourly-include timecards for wages reported March 2015)**
 - ☐ **Any additional necessary information/documentation**
- 


Internal Audit Process

Non-Contributing Employees

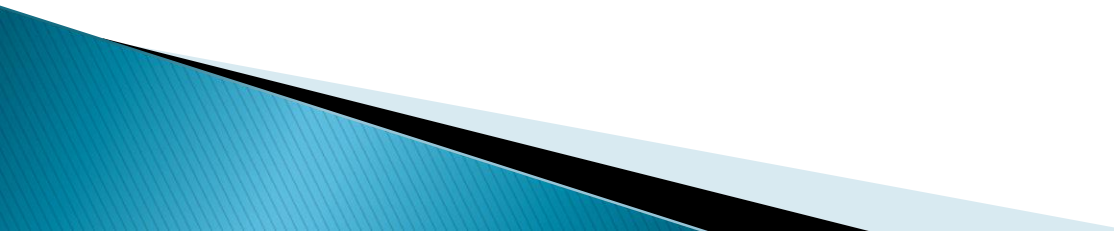
- ☐ **Documentation supporting hours worked each month from July 1, 2014 through June 30, 2015**
 - ☐ **Hours Report**
 - ☐ **Time Cards**
 - ☐ **Substitute Log**
 - ☐ **Must account for all months**
- 

Internal Audit Process

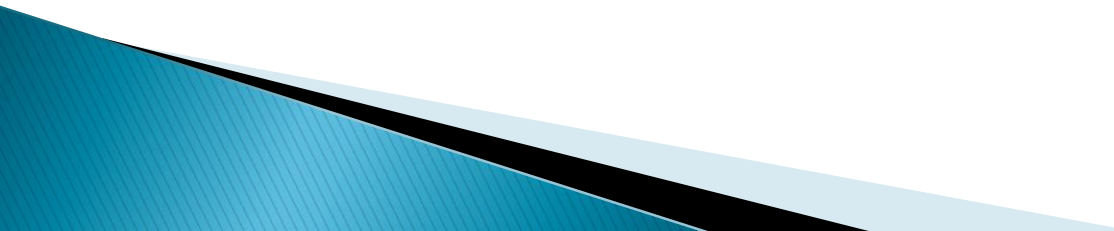
Completing the Process

- ☐ **Notification Letter Sent to School Identifying Results**
 - ☐ **Respond to NPERS within 20 days**
 - ☐ **Return documentation to NPERS ASAP supporting corrected Audit Points**
 - ☐ **Audit file cannot be closed until all audit points are resolved**
- 

Things n stuff...

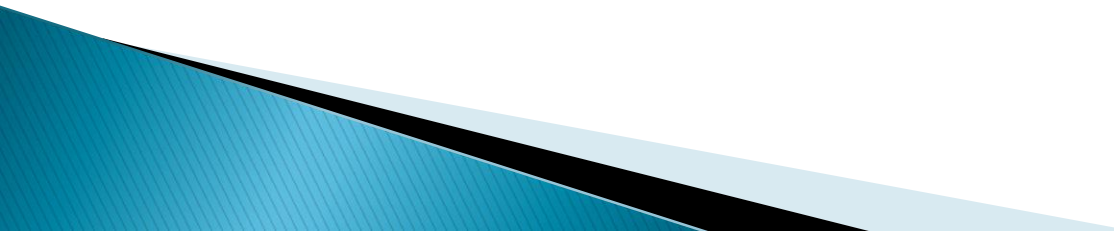
- ✓ Do not email confidential information
 - ✓ Use proper upper/lower case when reporting names
 - ✓ Add only middle initial only in the proper field
 - ✓ Acceptable Methods of Proof
 - ✓ Employers cannot pay the employee portion of retirement contributions
- 

Things n stuff...

- ✓ **Reporting extra duty hours**
 - ✓ **Non-cons are required for closing and/or merged schools**
 - ✓ **Provide clear explanations when using the “notes” section of reporting**
 - ✓ **Beneficiary SSN’s**
 - ✓ **Record retention**
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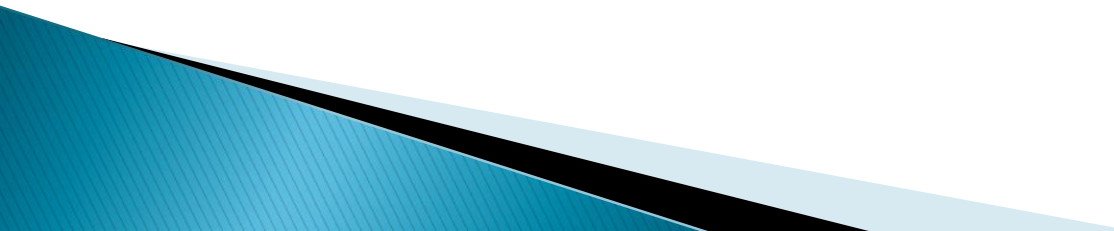
Reminders...

For new and current employees

- ✓ **Address updated through employer reporting**
 - ✓ **Keep beneficiary forms up to date**
 - ✓ **Vesting Credit Form – completed within 180 day of hire for prior Nebraska governmental retirement plan participation**
 - ✓ **Contact NPERS with questions concerning the school retirement plan and their account**
- 

Reminders...

For terminating employees

- ✓ **Update address with NPERS**
 - ✓ **Keep beneficiary forms up to date**
 - ✓ **Must contact NPERS to begin the retirement process**
- 

Reminders...

For reporting agents

New Hire Packet-

to new
and
returning
employees

Welcome, New School Plan Member!



Welcome to the School Employees Retirement Plan. Whether you are beginning your career or you previously worked in the Nebraska public schools, we welcome your membership and the opportunity to help you understand your retirement plan.

We have created this document to provide new members with important information regarding the retirement benefits offered to School employees. Click on the links or visit our website to obtain copies. **If you do not have internet access, your employer should provide these documents.** If you have questions about the materials, please feel free to contact us.

Reminders...

For reporting agents

Keep Contact Info Current!

- ☐ Year round contact
- ☐ Online contact must be same as on Employer Contact Form
 - ☐ Form is in Manual or on website
- ☐ Click link “Change Web Profile”
- ☐ Call NPERS for assistance

Contact NPERS

800-245-5712 or 402- 471-2053

Fax: 402- 471-9493



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